

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**

California Integrated Waste Management Board

CalMAX Partnership Mini-Grants Application

May 24, 2000

Applications must be postmarked by Friday August 4, 2000 and sent to:

**California Integrated Waste Management Board
Attn: Kelley Tyack
8800 Cal Center Drive, MS-14
Sacramento, CA 95826**

CalMAX Partnership Program Mini-Grants

This application package contains the following:

- I. GRANT SUMMARY AND GUIDELINES
- II. GRANT APPLICATION REVIEW AND AWARD PROCESS
- III. APPLICATION INSTRUCTIONS
- IV. GRANT ADMINISTRATION

Exhibits:

- A. Cover Sheet Form (Exhibit A)
- B. Proposal Narrative (Exhibit B)
- C. Sample Proposal Work Statement (Exhibit C)
- D. Sample Budget (Exhibit D)
- E. Form for attaching Two Letters of Support (Exhibit E)
- F. Form for attaching Local Jurisdiction's Green Procurement Policy (Exhibit F)
- G. Form for attaching documentation of re-refined motor oil usage (Exhibit G)
- H. Resolution (Exhibit H). This may be sent in separately, but must arrive by August 24, 2000.

Schedule:

DATE	ACTIVITY
May 25 - August 4, 2000	Application period
May 25 - June 30, 2000	Period for submitting questions
July 10, 2000	Questions posted on the Board's website
August 4, 2000	Applications due
August 7 - 18, 2000	Staff review applications and prepare recommendations
September 19 - 20, 2000	Board approves grants
September 21- October 6, 2000	Grant agreements developed and signed
October 6, 2000	Grant recipients implement program
October 6, 2001	Close of grant term; final payment request due

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I. GRANT SUMMARY AND GUIDELINES

A. BACKGROUND

AB 939 (Sher, 1989) established a hierarchy for solid waste management with the most preferred option being source reduction, which includes reuse. To increase the possibilities for reuse of business and industrial non-toxic discards, the California Integrated Waste Management Board (Board) created the California Materials Exchange (CalMAX) in 1992. Through CalMAX's online and printed catalog listings, businesses can list as "available" useable discards they have or post "wanted" listings for feedstocks or used equipment, etc. they are seeking.

At its October 26-27, 1999 meeting, the Board approved a funding allocation for a major reuse initiative. A component of this initiative was funding for encouraging local governments to use CalMAX as their local materials exchange and promote its availability to their business communities. By utilizing the existing CalMAX database and website, local governments can focus their efforts on reaching out to businesses and helping them use this free service.

B. APPLICANT ELIGIBILITY

Eligible applicants are limited to cities, counties, and local government agencies. Commercial businesses and nonprofit groups are not eligible to apply for this grant. Jurisdictions are encouraged to work together where appropriate to maximize outreach efforts and use of resources. Applicants may only be a party to one application. Applicants who apply as part of a multi-jurisdictional application, may not submit an individual application.

C. GRANT FUNDING

Applicants may request a maximum of \$10,000. Grant funds may be used for products to promote the CalMAX program to local businesses including manufacturing, retail, wholesale, heavy & light industry, and service industries, etc. All proposals will be ranked according to the total number of points received; see Grant Review Process section below for further discussion of scoring. Grant awards will be made to applicants in the order of rank, until all funds are expended. The Board reserves the right to reduce the amount of any grant request. All funds must be expended by October 6, 2001.

D. MATCHING FUND REQUIREMENT

All applicants are required to provide matching funds equal to the amount of the requested grant. Matching funds can be used for expenses directly related to any eligible project listed below as well as for staffing or consultant costs which are directly related to the proposed project. Matching funds cannot be used for travel, equipment, or other administrative or operational expenses.

E. ELIGIBLE PROJECTS

Eligible projects include finished promotional products, including printed materials (such as brochures, newsletters, and mailers); audio-visual materials (videos, slide shows, etc.); display materials (panels, display boards, literature racks); direct mailings or other products that market CalMAX services to the business community. All printed materials must be on paper with a minimum of 30% postconsumer recycled content.

F. INELIGIBLE PROJECT COSTS

Grant funds may not be used for staffing or consultant services fees (other than those related directly to the production of the promotional item), or equipment, administrative, travel or operational expenses.

G. GRANT TERM

The term of the grant is from October 6, 2000 through October 6, 2001. **All costs must be incurred and invoices received by the Board during this term.**

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H. APPLICATION FILING PROCEDURES

Applications **must be postmarked by Friday, August 4, 2000** and sent to: California Integrated Waste Management Board, Attn: Kelley Tyack, 8800 Cal Center Drive, MS-14, Sacramento, CA 95826.

Applications postmarked after the above date will be returned to the applicant and will not be considered for funding. It is the applicant's responsibility to ensure that the application is postmarked on time.

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

A. APPLICATION REVIEW

After the close of the application period, Board staff will evaluate applications using the scoring criteria listed below. To be considered for funding, applications must receive a minimum score of 70 points.

B. QUESTIONS AND ANSWERS

Questions about this application must be submitted in writing or via email by June 30, 2000. Send questions to: CalMAX, CWIMB, 8800 Cal Center Drive, MS-23, Sacramento, CA 95826 or email to: CalMAX@ciwmb.ca.gov. Answers will be posted by July 10, 2000 on the websites for CalMAX (<http://www.ciwmb.ca.gov/CalMAX/>) and Grants (<http://www.ciwmb.ca.gov/Grants/>).

C. BOARD AWARD OF GRANTS

The Board will consider staff funding recommendations at its September 2000 Board meeting. The Board will notify applicants of the staff recommendations prior to the Board meeting.

D. EVALUATION AND SCORING CRITERIA

1. Need. (30 points)

Applications will be ranked competitively with each other and points assigned accordingly based on:

- The percentage increase of the applicant's commercial sector that will become aware of and use CalMAX as a result of the project. Consideration will also be given to applicants who want to target outreach to portions of their commercial sector that have the greatest potential for increasing waste diversion through the use of CalMAX.
- The need for funding of the proposed project.
- The need for the proposed project (e.g. the applicant's region is currently under-served by another materials exchange program).

2. Objectives. (25 points)

Applications will be ranked competitively with each other and points assigned accordingly based on:

- How the proposal's specific objectives and results will address the identified need.
- The extent to which benefits from the project will continue after the funding has ended.

3. Methodology. (5 points)

Points will be assigned based on the completeness of the Work Statement which explains the activities to be undertaken to achieve the objectives.

4. Evaluation. (5 points)

Points will be assigned based on the soundness of the method and process proposed to evaluate the success of the project including whether the objectives were accomplished.

5. Budget. (10 points)

Points will be assigned based on sufficient demonstration that the proposed expenses for both the grant and matching funds are reasonable.

6. Completeness, Letters Of Support, Experience, Etc. (10 points)

Points will be assigned based on: completeness as required in the application instructions; attachment of the required two letters of support; and the inclusion of evidence that the applicant or its contractor(s) have sufficient staff resources and technical expertise to carry out the proposed project.

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7. **Green Procurement.** (10 points)

Points will be assigned based on the submission of evidence of a current, green procurement policy for the local jurisdiction and whether this policy is being used and enforced. The proposal needs to include:

- A policy modified/adopted within the last 5 years (Note: Adoption of a green procurement policy during the application period is acceptable.)
- Evidence of implementation of the policy; and
- Discussion of the results of policy implementation.

8. **Use of Re-Refined Motor Oil** (5 points)

Points will be assigned based on use of re-refined oil in the local jurisdiction's vehicle fleet. Applicants must provide documentation.

III. **APPLICATION INSTRUCTIONS**

An effort has been made to streamline this application process as the grants are of modest size and are being awarded for very specific items. All requested information needs to be provided in a clear and succinct manner. The application must be printed double-sided on 8 ½" x 11" minimum 30% postconsumer content recycled paper, with all pages numbered consecutively. Use no smaller than 10-point type and have one inch page margins all around. An original and three copies of the application package must be submitted. Staple applications in the upper left-hand corner. Please do not use covers, binders or folders. All application materials will become the property of the Board.

The grant application must contain the following information in the following order:

- A. Cover Sheet Form (Exhibit A)
- B. Proposal Narrative (Exhibit B)
- C. Proposal Work Statement (Exhibit C)
- D. Proposed Budget (Exhibit D)
- E. Two Letters of Support (Exhibit E)
- F. Local Jurisdiction's Green Procurement Policy (if submitted) (Exhibit F)
- G. Documentation of re-refined motor oil use (if submitted) (Exhibit G)
- H. Resolution (Exhibit H). This may be sent in separately, but must be received at the Board (8800 Cal Center Drive, MS-23, Sacramento, CA 95826) by 5PM August 24, 2000.

Each part of the application is discussed in further detail below, followed by samples of the attachments.

A. Cover Sheet

Complete the required Cover Sheet Form (Exhibit A) per the instructions included with the exhibit. The form may be adapted to each applicant's computer software; however, the format must be followed exactly.

B. Proposal Narrative

The Proposal Narrative must include the following items in the order listed below. Answers should be clear and concise; they may not exceed two pages total (not including the specified exhibits). Do not include attachments other than those requested. The scoring criteria will be used to determine whether the proposal qualifies for grant funding, and serves as the basis upon which the grant proposal will be awarded.

Introduction:

Briefly describe the promotional materials proposed for funding with a CalMAX Partnership Mini-Grant and how those materials will be utilized.

1. Need

- Provide necessary background and convincing reasons why your project should be funded, including: the current use level (listings and exchanges) of CalMAX by your business community; current outreach efforts; and how this proposal would increase outreach and use and by how much.
- Describe and justify any targeting of specific commercial sectors based on potential for waste diversion through CalMAX.

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- Explain why your jurisdiction needs funding for this project. What other sources of funding are available? Have you applied for other grants to fund the project?
- Describe the consequences, if any, if the proposal is not funded.

2. Objectives

Explain the proposal's specific objectives, including desired results, and how they relate to the need.

- Quantify outreach goals (size of target audience, how many you will reach).
- Quantify desired results.
- Explain how the objectives and results will address the need identified above.
- Explain how, and if, the project will be continued after the grant term ends.

3. Methodology

Use the Work Statement format attached as Exhibit C to detail what tasks will be conducted to achieve the objectives, the time frame and who will perform the tasks.

4. Evaluation

- Briefly describe the methods that will be used to evaluate the success of the project and determine whether objectives were accomplished.
- Specify who will be responsible for the evaluation and whether any evaluation reports will be produced and if so, by what date.

5. Budget

- Use the format included as Exhibit D to provide a budget which includes the grant request and the 50% matching funds for the project.
- All tasks identified in the Work Statement and narrative should be itemized in the budget. All budget items listed in this proposal should be reflected in the Work Statement.
- Provide recent quotes and estimates; tie them to specific budget items. Attach these quotes following Exhibit D.

6. Completeness, Letters of Support, Experience

- Attach two letters of support for the project as Exhibit E. The letters may be from businesses, organizations or community members.
- Explain how the applicant has sufficient staff resources, technical expertise and experience to carry out the proposed project.
- Make sure everything requested is included, and in the order prescribed.

7. Local Jurisdiction's Green Procurement Policy

- Attach as Exhibit F a copy of the jurisdiction's green procurement policy which requires the local jurisdiction to use recycled-content, recyclable or reusable products, or other waste reduction measures where appropriate and feasible. (Note: Adoption of a green procurement policy during the application period is acceptable.)
- Provide evidence of implementation of the policy.
- Include discussion of the results of policy implementation.

8. Use of Re-Refined Motor Oil (5 points)

If the local jurisdiction's vehicle fleet is using re-refined motor oil in its vehicle fleet, provide documentation as Exhibit G.

C. Resolution

Attach as Exhibit H the approved resolution for a single jurisdiction or all supporting documents for a regional program. The resolution **MUST BE SUBMITTED WITH THE APPLICATION PACKAGE OR RECEIVED SEPARATELY BY 5PM AUGUST 24, 2000. Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.**

1. Resolution Types

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The grant application package must include either:

- An approved resolution from the applicant's governing body which authorizes submittal of an application for the CalMAX Partnership Mini-Grants and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see sample Exhibit H); or
- An approved resolution which authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available grants under the California Integrated Waste Management Act and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see sample Exhibit H).

2. Regional Programs

Multiple jurisdictions may join together to submit a regional application. A jurisdiction is defined as a city or county, a city and county or regional agency. A lead agency must be designated by the participating jurisdictions. The lead agency must submit a resolution. In addition, each participating jurisdiction in a regional application must submit one of the following:

- A letter from the county administrator/city manager stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- A resolution authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- A copy of a Joint Powers Authority (JPA) agreement and a letter from each JPA member jurisdiction's county administrator/city manager authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or,
- A copy of a Memorandum of Understanding specifically for this grant proposal authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

IV. GRANT ADMINISTRATION

A. GRANT AGREEMENT

Following the Board's approval of the grant awards at the September 2000 business meeting, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. These documents along with the applicant's Budget Itemization and Work Statement will comprise the Grant Agreement. The signature authority designated by resolution will be required to sign the Grant Agreement Form and return it to the Board. **Grant agreements must be executed and returned within 90 days from the date of the Board's mailing of the agreement package.** Failure to return the executed agreement within 90 days may result in revocation of the grant award. The Grant Agreement will be for a term of twelve months beginning October 6, 2000 and terminating October 6, 2001. Grantees must also, within 90 days of the grant award, pay in full any outstanding debt owed by the proposed grantee to the Board.

B. PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the Grantee's approved Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.) Ten percent of each approved payment request will be retained by the Board until approval of the final payment request.

C. AUDIT REQUIREMENTS

The grantee agrees that the Board, the State Controller's Office, the State Auditor General's Office, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records

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during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

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EXHIBIT A: APPLICATION COVER SHEET

Applicant (or lead applicant):	
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code:	County:

Regional Participants (if applicable):

Primary Contact (Name & Title):	
Phone:	Fax:
Email Address:	

Finance Officer (Name & Title):	
Phone:	Fax:
Email Address:	

Program Director (Name & Title):	
Phone:	Fax:
Email Address:	

Assembly District(s):
Senate District(s):

Brief Description of Project (3-5 Sentences):
Total Grant Request: \$_____

Certification: I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature:	Date:	Phone:
Print Name and Title of Person Authorized by Resolution:		

INSTRUCTIONS FOR APPLICATION COVER SHEET

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Applicant

This is the name of the jurisdiction that is submitting the proposal, e.g., City of Anaheim, Santa Clara County.

Department or Agency

For example, Department of Public Works Agency, Fire Department, or Environmental Management Department.

Regional Participants

Those jurisdictions participating in a regional application should be listed here. Each listed jurisdiction must designate the lead jurisdiction (Applicant) to act on their behalf by including one of the following: (a) a resolution, (b) a letter from the City Manager or County Administrator; (c) a Joint Powers Authority that states the same; or (d) a Memorandum of Understanding specifically for this grant. See Application Instructions for more details.

Primary Contact

This person is responsible for carrying out the day-to-day management and implementation of the grant. All Board correspondence will be directed to this individual, e.g., Recycling Analyst, Environmental Technician or Solid Waste Engineer. **The Primary Contact must be a local government employee.**

Finance Officer

This person is responsible for compiling payment requests and tracking all grant expenditures and encumbrances e.g., Budget Officer or Accounting Technician.

Program Director

This individual has ultimate responsibility for the project, e.g., Public Works Director, City Engineer or Solid Waste Management Director.

Assembly and Senate Districts

List the district numbers for all districts affected by the proposed project.

Brief Description of Project

Include a three to five sentence summary of the proposed project. This summary may be distributed by the Board to the public.

Total Grant Request

The total number of dollars being requested from the Board rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

Signature

Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.

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EXHIBIT B. APPLICATION (Sample)

(Instructions: Utilize the following format for completing this exhibit; see the Application Narrative section above for a description of what should be included in each section. This is limited to two pages, single space, one-inch margins, minimum 10 point font.)

Applicant: _____

Introduction (narrative)

1. Need (narrative)
2. Objectives (narrative)
3. Methodology (narrative and Exhibit C)
4. Evaluation (narrative)
5. Budget (narrative and Exhibit D)
6. Completeness, Letters of Support, Experience (narrative and Exhibit E)
7. Local Jurisdiction's Green Procurement Policy (narrative and Exhibit F)
8. Documentation of Re-Refined Motor Oil Usage (narrative and Exhibit G)

Additional Attachments:
Exhibit H (Resolution)

EXHIBIT C: WORK STATEMENT (Sample)

Use the following table format to present your work plan for the project.

Applicant: _____

Task Number	Description of Activity	Who is performing: Staff or Contractor	Start and End Dates

INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM

The Work Statement must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill in the applicant name.
2. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by jurisdiction staff or a contractor and start and ending dates for the activity.

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EXHIBIT D. BUDGET (Sample)

Use the following table format to provide the budget information for the proposal. The content below is only an example.

	Cost	% Total Cost
California Integrated Waste Management Board CalMAX Partnership Grant Funds		
Product: Printing of Brochures	\$3,000	
Product: Mailing of Brochures	\$2,000	
Total Board CalMAX Partnership Grant Funds Requested	\$5,000	50%
Matching Funds		
Product: Design of Brochures	\$2,000	
Product: Mailing of Brochures	\$3,000	
Total Matching Funds*	\$5,000	50%
TOTAL Project Cost		

*Must be at least 50% of total project cost

Note: For work done outside of the jurisdiction, attach at least three estimates. For work to be done by the jurisdiction, attach the cost estimate from the Department performing the work (for example, the printing shop).

EXHIBIT E: TWO LETTERS OF SUPPORT

EXHIBIT F: APPLICANT'S GREEN PROCUREMENT POLICY

EXHIBIT G: DOCUMENTATION OF RE-REFINED MOTOR OIL USAGE

EXHIBIT H: SAMPLE RESOLUTION FOR CALMAX PARTNERSHIP GRANT

WHEREAS, Public Resources Code Section 42000 authorizes the California Integrated Waste Management Board (Board) to conduct market development activities to strengthen demand by manufacturers and end-use consumers for recyclable materials collected by municipalities, nonprofit organizations, and private entities; and

WHEREAS, the concept of materials exchange, is an integrated approach which encompasses integrated waste management objectives such as building materials efficiency, construction and demolition waste reduction, and maximization of reused- and recycled-content building and landscaping materials; and

WHEREAS, on May 23-24, 2000 the Board approved the Evaluation Process, Scoring Criteria, and Preference Criteria for the CalMAX Partnership Mini-Grants; and

WHEREAS, the _____ (applicant) will enter into an agreement with the Board for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of an application to the California Integrated Waste Management Board for a CalMAX Partnership Mini-Grant. The (Title of Official), or their designee, is hereby authorized and empowered to execute in the name of the (Name of Jurisdiction) all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (Title of Governing Body) this _____ day of _____, 20____.

ATTEST:

Signed: _____ Date: _____

*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional program or a participant in a regional program:

Lead Applicant for a Regional Program - NOW, THEREFORE, BE IT RESOLVED, that the (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of the (List Participating Cities/Counties) to the California Integrated Waste Management Board for a CalMAX Partnership Mini-Grant. The (Title of Official for Lead Jurisdiction) of the (Name of Lead Jurisdiction), or their designee, is hereby authorized and empowered to execute in the name of the above named cities/counties all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Participant in a Regional Program – NOW, THEREFORE, BE IT RESOLVED that the (Name of Participating Jurisdiction) authorizes the (Name of Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the CalMAX Partnership Mini-Grant on its behalf. The (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.